
CITY OF SUSANVILLE
66 N. Lassen Street • Susanville CA
Robert Tyndall, Chair
Richard Hrezo, Vice Chair
Paul Clark • William Heyland • Dan Weaver

Susanville Municipal Airport Commission
**Regular Susanville Municipal Airport Commission Meeting • City
Council Chambers**
Thursday, September 12, 2024 - 4:00 PM

Call meeting to Order

Roll Call of Commissioners Present

1. **AGENDA APPROVAL:** *(Additions and/or Deletions)*
2. **APPROVAL OF MINUTES:** *Approval of minutes from the June 13, 2024 meeting.*
 - 2.A [Approval of minutes from the June 13, 2024 meeting](#)
3. **CORRESPONDENCE/INFORMATION:**
 - 3.A [Airport Financial Statements](#)
4. **BUSINESS FROM THE FLOOR:** *Any person may address the Commission at this time upon any subject **not on the agenda** within the jurisdiction of the Commission. However, any matter that requires action will be referred to staff for a report and action at a subsequent meeting. Presentations are subject to a five-minute limit.*
5. **NEW BUSINESS:**
 - 5.A [Update on the Taxiway B Reconstruction Project](#)
6. **CONTINUING BUSINESS:**
7. **AIRPORT MANAGERS REPORT:**
8. **COMMISSION ITEMS:**
9. **ADJOURNMENT:**
 - **The next regular meeting of the Susanville Municipal Airport Commission will be held on October 10 at 4:00PM.**

Reports and documents relating to each agenda item are on file in the Office of the City Clerk and are available for public inspection during normal business hours and at the meeting. These reports and documents are also available at the City's website www.cityofsusanville.net, unless there were systems problems posting to the website.

Accessibility: An interpreter for the hearing-impaired may be made available upon request to the City Clerk seventy-two hours prior to a meeting. A reader for the vision-impaired for purposes of reviewing the agenda may be made available upon request to the City Clerk. The location of this meeting is

wheelchair-accessible.

I, Marci Rojas, certify that I caused to be posted notice of the regular meeting scheduled for 09/12/2024 in the areas designated on 09/09/2024.

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By: Marci Rojas, Public Works

Action Date: September 12, 2024

SUBJECT: Approval of minutes from the June 13, 2024 meeting

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: Attached for the Commission's review are the minutes from the June 13, 2024 SMAC meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to approve minutes from the June 13, 2024 SMAC meeting.

ATTACHMENTS:
[SMAC Minutes_20240613.docx](#)

**SUSANVILLE MUNICIPAL AIRPORT COMMISSION Regular Susanville
Municipal Airport Commission Meeting Minutes THURSDAY, JUNE 13,
2024 – 4:00 PM**

Call meeting to Order

Roll Call of Commissioners Present: Robert Tyndall, Paul Clark, William Heyland

Absent: Richard Hrezo, Dan Weaver

1. AGENDA APPROVAL:

Moved by William Heyland; seconded by Paul Clark to

Approve . Motion Carried: 3 - 0

Voting For: Robert Tyndall, Paul Clark, William Heyland

Voting Against: None

2. APPROVAL OF MINUTES:

2.A Approval of minutes from the March 14, 2024 meeting

Motion to approve minutes from the March 14, 2024 SMAC
meeting. [SMAC_minutes_20240314.docx](#)

Moved by William Heyland; seconded by Paul Clark to Approve .

Motion Carried: 3- 0

Voting For: Robert Tyndall, Paul Clark, William Heyland

Voting Against: None

3. CORRESPONDENCE/INFORMATION:

3.A Airport Financial Report

None, information only

Bob Godman presented the financial report. He stated the report reflects the airports
financials through May 2024.

[20240531 Airport Cash Report.pdf](#)

[20240531 Airport Budget.pdf](#)

4. BUSINESS FROM THE FLOOR:

5. NEW BUSINESS:

5.A Update on Taxiway B Project

Information only

Mr. Godman presented an update on the Taxiway B Project. The project received one bid for the project that was \$130k more than the FAA funding. We have sent a request to the FAA to approve the bid as is and will have a response in July.

5.B Presentation of the Pavement Maintenance and Management
Program Information Only

Bob Godman presented the Pavement Maintenance and Management Program. Mr. Godman went into detail of the report. Chair Tyndall asked when was the data collected. Mr. Godman answered most of the data was collected in Spring of this year. Further discussion occurred. [SVE PMP FINAL 4-12-2024.pdf](#)

5.C Report on CAAP (Caltrans Grant)
None information only

Mr. Godman reported on the CAAP. He explained the applications were going into an old email account and Mr. Godman was able to send in an application the past four years that were not requested. We have received \$40k and will be added to available cash at the end of this fiscal year.

6. **CONTINUING BUSINESS:**

Chair Tyndall asked since we have extra funds can they be used to repair Hangar 3 and Hangar 6. Mr. Godman stated we can use the funds for those projects. Mr. Heyland then asked about the purchase of a lawn tractor. Discussion occurred. Chair asked if we have a report from the Economic Development Director. The Economic Development Director Tamra Spade stated currently the City's focus is on other higher priority projects but the airport is still on her radar. Mr. Tyndall asked about the lease agreements being updated. Mr. Godman answered we are working on updating all the leases with the same lease information. Chair Tyndall asked if they can review the leases to advise. Mr. Godman stated this is something staff will work on in the winter.

7. **AIRPORT MANAGERS REPORT:**

Airport manager Steve Datema gave an update on the recent Airshow, they had a good community turn out for this event.

8. **COMMISSION ITEMS:**

Chair Tyndall asked about the advertisement for the alternate commissioner. Mr. Godman stated he will follow up with the City Clerk in regards to that.

9. **ADJOURNMENT:**

Prior to the adjournment Mr. Godman stated we will be asking to council the July meeting due to staffing. Commissioner Heyland and Commissioner Clark concord as they will more than likely be out of town in July as well. Meeting was adjourned at 3:40pm

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: September 12, 2024

SUBJECT: Airport Financial Statements

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: Presentation of the Airport Financial reports through August 31,2024

FISCAL IMPACT: None

ACTION REQUESTED: Information Only

ATTACHMENTS:
[20240831 Airport Cash Balance.pdf](#)
[20240831 Airport Financials.pdf](#)

CITY OF SUSANVILLE
COMBINED CASH AND INVESTMENTS
AUGUST 31, 2024

COMBINED ACCOUNTS

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

7201	ALLOCATION TO AIRPORT	137,847.65
7202	ALLOCATION TO AIRPORT CIP FUND	(30,348.67)

	ALLOCATIONS TO RESTRICTED FUNDS	107,498.98

UNRESTRICTED FUNDS

	ALLOCATIONS TO UNRESTRICTED FUNDS	.00

	TOTAL ALLOCATIONS TO OTHER FUNDS	107,498.98

	ZERO PROOF IF ALLOCATIONS BALANCE	107,498.98

CITY OF SUSANVILLE
COMBINED CASH AND INVESTMENTS
AUGUST 31, 2024

COMBINED ACCOUNTS

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

7201 ALLOCATION TO AIRPORT	137,847.65
ALLOCATIONS TO RESTRICTED FUNDS	137,847.65

UNRESTRICTED FUNDS

ALLOCATIONS TO UNRESTRICTED FUNDS	.00
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TOTAL ALLOCATIONS TO OTHER FUNDS	137,847.65
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ZERO PROOF IF ALLOCATIONS BALANCE	137,847.65
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SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: September 12, 2024

SUBJECT: Update on the Taxiway B Reconstruction Project

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: On September 4th, 2024 The Susanville City Council approve the Taxiway B reconstruction Project. This included accepting \$448,000 in the form of an FAA grant, Authorizing the City Manager to sign a contract with Hat Creek Construction, authorizing a contract amendment with C&S Engineers for construction engineering services, and authorizing the Finance Director to modify the Airport Budget as necessary.

FISCAL IMPACT: \$520,368 total cost. \$431,431 Bid from Hat Creek Construction, plus construction engineering and materials testing from C&S Engineers for an estimated \$88,937.
Funding is \$448,000 in FAA grants which leaves \$72,368 cost to the Airport.

ACTION REQUESTED: Information Only

ATTACHMENTS:
[24-6352 \(1\).pdf](#)

RESOLUTION NO. 24-6352
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE TAXIWAY B RECONSTRUCTION PROJECT

WHEREAS, the City of Susanville (City) owns and operates the Susanville Municipal Airport; and

WHEREAS, the city has applied for and has been awarded a grant from the FAA to reconstruct Taxiway B in the amount of \$448,000; and

WHEREAS, the city has bid the project and determined the lowest responsible bidder to be Hat Creek Construction Inc. in the amount of \$431,431; and

WHEREAS, the work requires construction engineering for inspection and materials testing during construction; and

WHEREAS, the city has competitively selected C&S Engineers to perform engineering services at the Airport.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville does hereby approve as follows:

1. Award bid to Hat Creek Construction Inc. in the amount of \$431,431, and
2. Authorize the Public Works Director to execute a grant agreement with the FAA in the amount of \$448,000, and
3. Authorize the City Manager to execute a construction agreement with Hat Creek Construction Inc., and
4. Authorize the Public Works Director to execute a contract amendment with C&S Engineers in the amount of \$88,937, and
5. Authorize the Public Works Director to issue a "Notice to Proceed" upon receipt and execution of all necessary documents, and
6. Authorize the Finance Director to modify the budget to complete the project not to exceed \$520,368

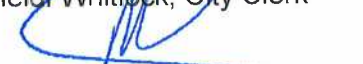
APPROVED: 
Mendy Schuster, Mayor

ATTEST: 
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 4th day of September 2024, by the following vote:

AYES:	Brown, Bortle, Parrish, Miller & Schuster
NOES:	None
ABSENT:	None
ABSTAIN:	None


Heidi Whitlock, City Clerk


Margaret Long, City Attorney

APPROVED AS TO FORM: _____
Margaret Long, City Attorney